

Effective Date Statewide	Revision Date
<b>Draft Date: December 1, 2005</b>	<b>New Document</b>

## END JOURNAL\FINAL CUTOFF

### Description:

*This is the first step in a procedure to close a journal.*

### Reference:

*Accounting Manual*

### Overview:

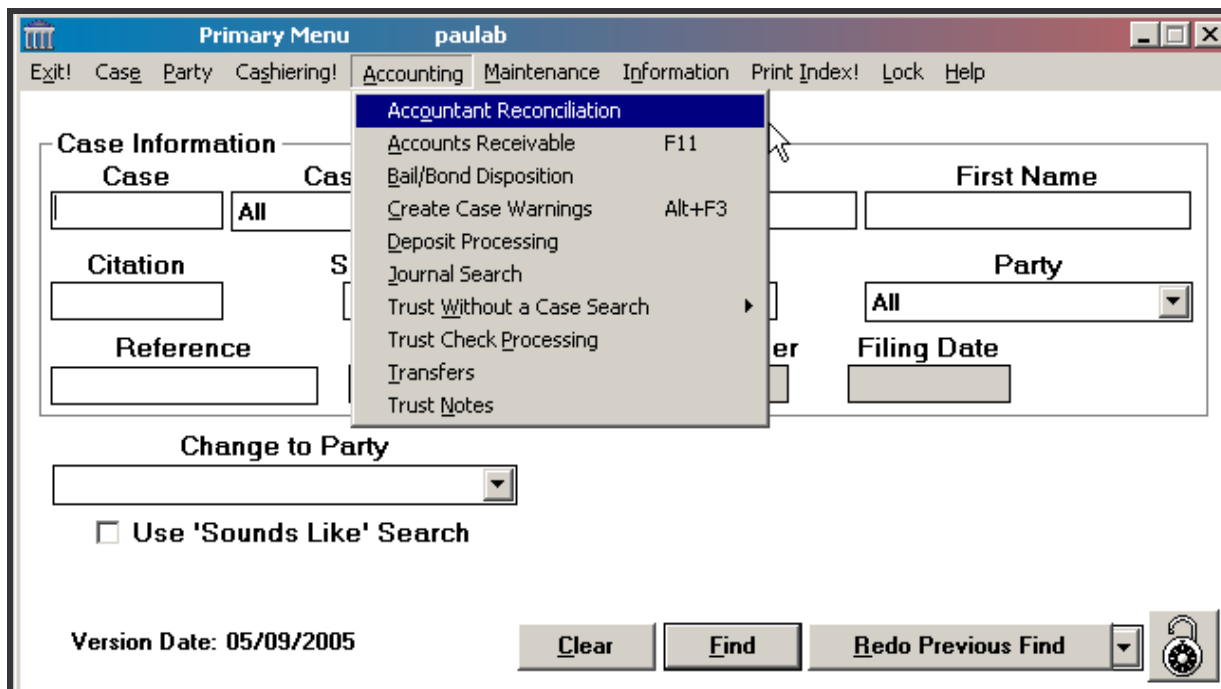
*This is the first of multiple steps to close out a journal and prepare for a deposit. Once a journal has been cut off, cashier can continue receipting to that journal until a Cashier Cash Count is completed. When to end journals is site specific.*

## END JOURNAL \ FINAL CUTOFF

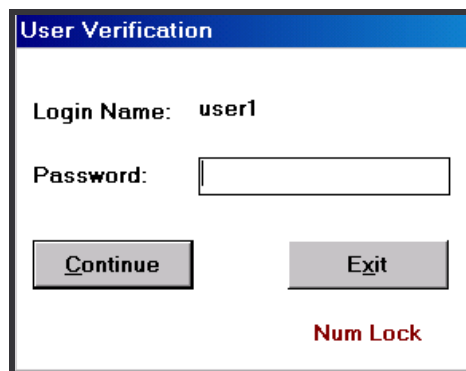
### Procedure/Computer Entry

#### How to do journal cutoff

1. From primary screen, select **Accounting > Accountant Reconciliation**.



2. The User Verification screen will appear. Enter password and select **Continue**.



## END JOURNAL \ FINAL CUTOFF

3. The **ACCOUNTANT RECONCILIATION** screen will appear.

The screenshot shows the 'Accountant Reconciliation' window for journal 2004009. The window has a title bar with the journal number and standard window controls. Inside, there's a 'Journal' dropdown menu set to '2004009'. To the right is a 'Validate Journal' button. Below the dropdown is a vertical list of buttons: 'End Journal', 'Cashiers Not Cutoff', 'Cashier Cash Count', 'Cashier Reconciliation', 'Transaction Display', 'Transaction Reversal', 'Journal Search', 'Over/Short', 'Deposit Processing', 'Cash Count Summary', 'Cashiering', and 'Final Cutoff'. To the right of these buttons is a 'Reports' section with a list of checkboxes: 'Cashier Totals', 'Revenue Distribution', 'Transaction Detail', 'Deposit Summary', 'Mail Log', 'Endorsed Payments', 'Credit Detail', 'Reversal Report', 'Trust Distribution', 'Cashier Exception', 'Adjustment to A/R', 'Non-Monetary Report', and 'Send to Printer'. Below the checkboxes is a 'Process Reports' button. At the bottom right are 'Assign to Journal' and 'Exit' buttons.

4. Select **End Journal**
5. This warning screen will appear.

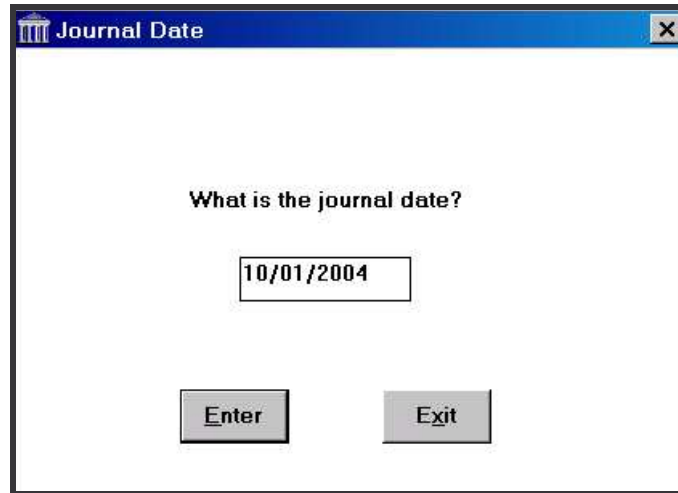
The screenshot shows a 'WARNING' dialog box with a question mark icon. The text inside says 'Are you sure you want to end journal 2004009?'. There are two buttons at the bottom: 'Yes' and 'No'.

Verify that the correct journal is being ended.

6. Select **Yes**. The next screen will appear.

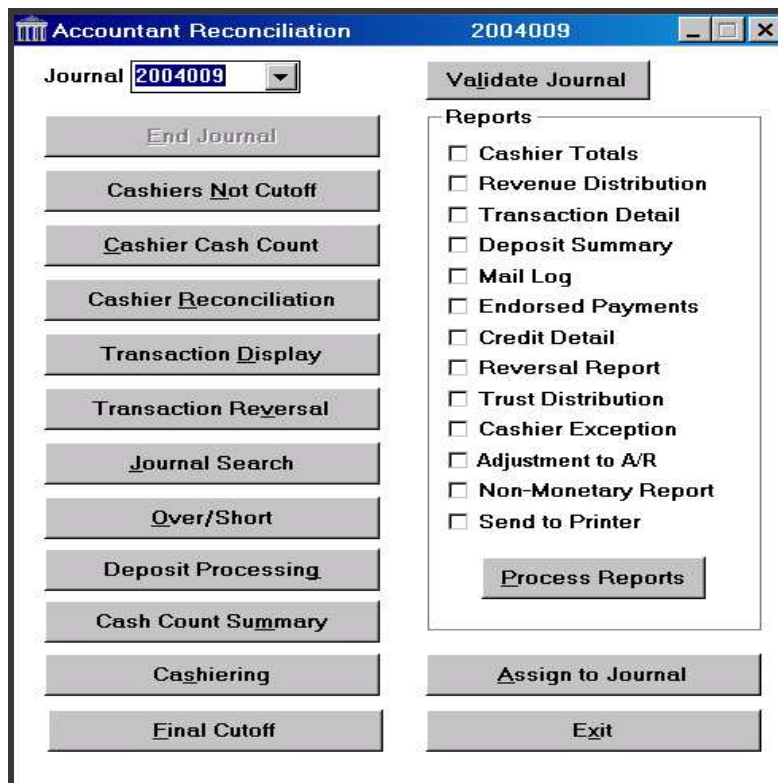
## END JOURNAL \ FINAL CUTOFF

7. **Journal date** screen appears. It should always have the date the journal is being ended. Select **Enter**.



The screenshot shows a window titled "Journal Date" with a close button (X) in the top right corner. The main text in the center asks "What is the journal date?". Below this text is a text input field containing the date "10/01/2004". At the bottom of the window, there are two buttons: "Enter" and "Exit".

8. The **ACCOUNTANT RECONCILIATION** screen reappears. The **End Journal** is now grayed out.

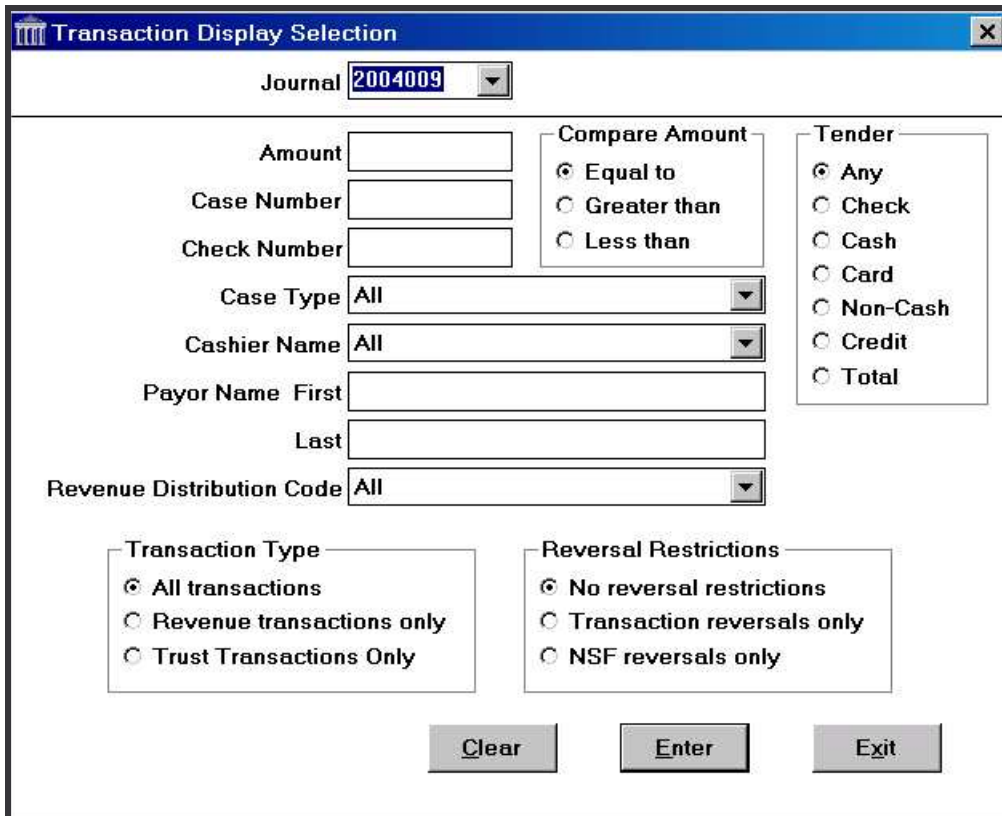


The screenshot shows a window titled "Accountant Reconciliation" with a close button (X) in the top right corner. The window has a blue header bar with the title and the number "2004009". Below the header, there is a "Journal" dropdown menu set to "2004009". To the right of the dropdown is a "Validate Journal" button. Below these are two columns of buttons. The left column contains: "End Journal" (grayed out), "Cashiers Not Cutoff", "Cashier Cash Count", "Cashier Reconciliation", "Transaction Display", "Transaction Reversal", "Journal Search", "Over/Short", "Deposit Processing", "Cash Count Summary", "Cashiering", and "Final Cutoff". The right column contains a "Reports" section with a list of checkboxes: "Cashier Totals", "Revenue Distribution", "Transaction Detail", "Deposit Summary", "Mail Log", "Endorsed Payments", "Credit Detail", "Reversal Report", "Trust Distribution", "Cashier Exception", "Adjustment to A/R", "Non-Monetary Report", and "Send to Printer". Below the list is a "Process Reports" button. At the bottom of the right column are "Assign to Journal" and "Exit" buttons.

## END JOURNAL \ FINAL CUTOFF

9. Select **Transaction Display**. The following screen appears.

**Note:** Verify the correct journal number appears at the top.



The screenshot shows a window titled "Transaction Display Selection" with a close button (X) in the top right corner. The window contains several input fields and radio button groups. At the top, there is a "Journal" dropdown menu showing "2004009". Below this, there are input fields for "Amount", "Case Number", "Check Number", "Case Type" (dropdown), "Cashier Name" (dropdown), "Payor Name First" (text), "Last" (text), and "Revenue Distribution Code" (dropdown). To the right of these fields are three radio button groups: "Compare Amount" with options "Equal to" (selected), "Greater than", and "Less than"; "Tender" with options "Any" (selected), "Check", "Cash", "Card", "Non-Cash", "Credit", and "Total"; and "Transaction Type" with options "All transactions" (selected), "Revenue transactions only", and "Trust Transactions Only". Below the "Transaction Type" group is a "Reversal Restrictions" group with options "No reversal restrictions" (selected), "Transaction reversals only", and "NSF reversals only". At the bottom of the window are three buttons: "Clear", "Enter", and "Exit".

10. Select **Enter**.

11. The Transaction Display screen will appear.

## END JOURNAL \ FINAL CUTOFF

Transaction Display

Journal 2004009

Sort by  
☒ Transaction 
 ☐ Case 
 ☐ Amount 
 ☐ Cents

Go To Top  
 Go To Bottom

Print Screen

Transaction Number	Date	Cashier Logname	Transaction Description	Reverse Status	Case Number	Transaction Amount	Post Stat
1	8/25/2004	shawnc	Fee Payment		041000254	0.58	Yes
2	8/27/2004	paulab	Fine Credit given		045000003	92.00	Yes
3	8/27/2004	paulab	Fee Payment		040000095	155.00	Yes
4	8/31/2004	brianr	Fine Payment	Reversed: NSF	35046205	100.00	Yes
6	8/31/2004	brianr	Fee Payment	Reversed: NSF	031000229	5.00	Yes
7	8/31/2004	brianr	NSF Check Reversal		35046205	-100.00	Yes
8	8/31/2004	brianr	NSF Check Reversal		031000229	-5.00	Yes
9	8/31/2004	brianr	Fine Payment	Reversed: NSF	35046205	18.00	Yes
10	8/31/2004	brianr	NSF Check Reversal		35046205	-18.00	Yes
11	8/31/2004	brianr	Fine Payment	Reversed: NSF	35046205	7.00	Yes
12	8/31/2004	brianr	NSF Check Reversal		35046205	-7.00	Yes
14	9/3/2004	judyw	Fee Payment		040000090	155.00	Yes

Prior Journal

Next Journal

Fix Trans

Trans Info

Check Info

Misc Info

Detail

Exit

12. Select **FIX TRANS.**

13. The warning screen will appear.

WARNING

?

This will insert a zero nonmonetary tender for all transactions without tender. All missing transactions will then display.

Do you want to Continue?

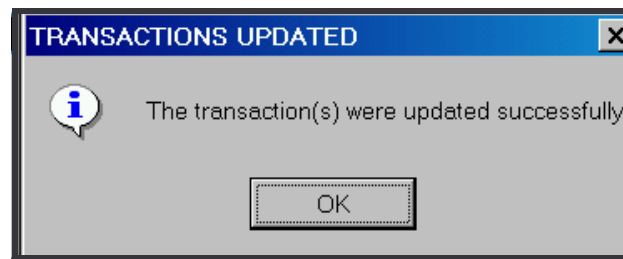
Yes

No

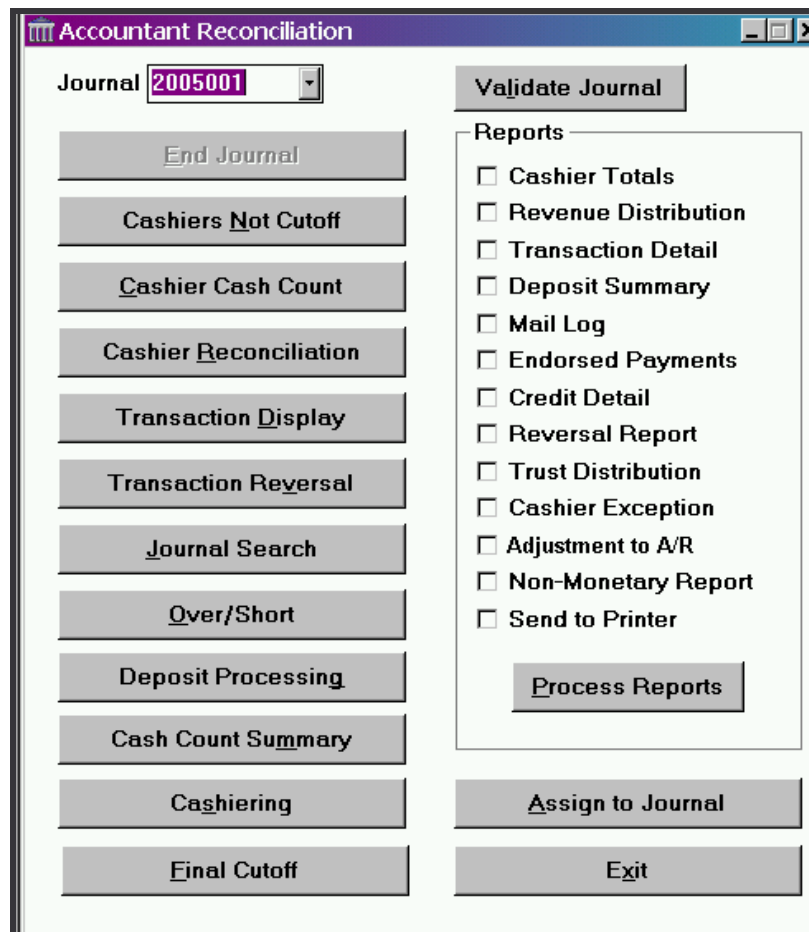
14. Select **Yes**

## END JOURNAL \ FINAL CUTOFF

15. This screen will appear.

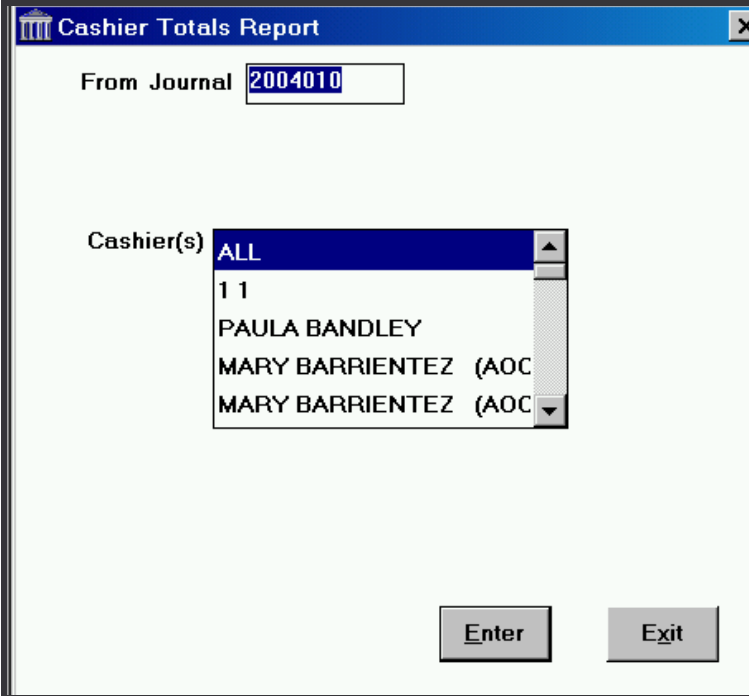


16. Select **OK**
17. The screen will go blank and then return to the transactions. Exit transaction display and exit transaction display selection to return to accountant reconciliation.
18. Prepare a **Cashier Totals** report. Select **Cashier Totals > Send to Printer > Process Reports**.



## END JOURNAL \ FINAL CUTOFF

19. Verify the journal number is correct and **All** is highlighted. Select **Enter**.



Cashier Totals Report

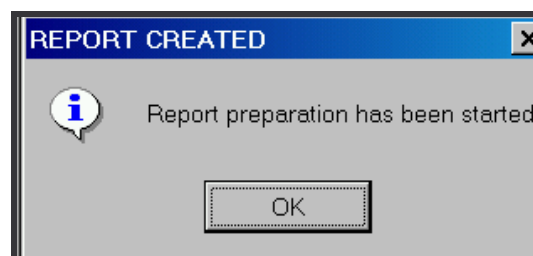
From Journal

Cashier(s) **ALL**

- 11
- PAULA BANDLEY
- MARY BARRIENTEZ (AOC
- MARY BARRIENTEZ (AOC

Enter Exit

20. The next message appears. Select **OK**.



21. Exit the Cashiers Total report screen.



## END JOURNAL \ FINAL CUTOFF

### Balance the Cashiers

All cashiers must do a **Cashier Count/Cutoff** form. (See *Cashier Cash Count procedure.*)

Once all cashiers have completed a **Cashiers Cash Count**, the button will be grayed out on the Accountant Reconciliation screen.

Accountant Reconciliation 2005002

Journal 2005001

Validate Journal

Reports

- ☐ Cashier Totals
- ☐ Revenue Distribution
- ☐ Transaction Detail
- ☐ Deposit Summary
- ☐ Mail Log
- ☐ Endorsed Payments
- ☐ Credit Detail
- ☐ Reversal Report
- ☐ Trust Distribution
- ☐ Cashier Exception
- ☐ Adjustment to A/R
- ☐ Non-Monetary Report
- ☐ Send to Printer

Process Reports

Assign to Journal

Exit

End Journal

Cashiers Not Cutoff

Cashier Cash Count

Cashier Reconciliation

Transaction Display

Transaction Reversal

Journal Search

Over/Short

Deposit Processing

Cash Count Summary

Cashiering

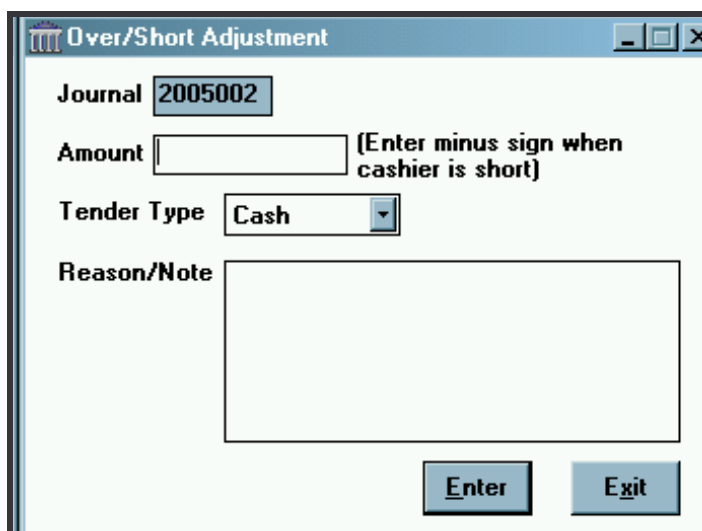
Final Cutoff

## END JOURNAL \ FINAL CUTOFF

### Over/Short

Before the over/short adjustment is selected, review the Accounting Manual procedures.

If there is an over/short adjustment that needs to be made, the accountant should do this before the Final Cutoff is done. Select > **Over/Short** from the Accounts Reconciliation screen.



The 'Over/Short Adjustment' dialog box contains the following fields and controls:

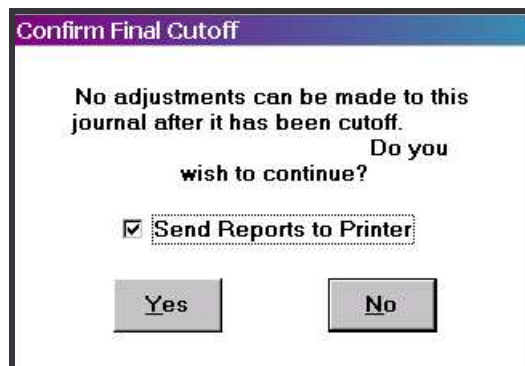
- Journal:** A text box containing the value '2005002'.
- Amount:** A text box for entering the adjustment amount. To its right is the instruction: '(Enter minus sign when cashier is short)'.
- Tender Type:** A dropdown menu currently set to 'Cash'.
- Reason/Note:** A large, empty text area for providing details.
- Buttons:** 'Enter' and 'Exit' buttons at the bottom right.

Verify the correct journal is displayed before making any adjustment.

If a cashier is over, enter the amount.

If the cashier is short, use a minus sign and the amount.

Once the accountant has verified that all cashiers balance. Select **Final Cutoff**.



The 'Confirm Final Cutoff' dialog box contains the following elements:

- Title:** 'Confirm Final Cutoff' in a purple header bar.
- Message:** 'No adjustments can be made to this journal after it has been cutoff. Do you wish to continue?'.
- Checkbox:** A checked checkbox labeled 'Send Reports to Printer'.
- Buttons:** 'Yes' and 'No' buttons at the bottom.

Check box to send reports to printer and then select **Yes**.

Once the Final Cutoff is done, no corrections can be made to this journal. All of the reports that are on the right hand side of the screen will automatically print.